

Chief, Management Staff

19 October 1956

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Weekly Report - Week Ending 17 October 1956

1. Tentative arrangements have been made to install shelf filing in the Office of Security and in OCR on an experimental basis to determine if it is feasible to use this method of filing in order to reduce space and expedite file references. This will require a vault-type area.

2. Installation of the Subject Numeric Filing System will begin in the Graphics Registry Division on 22 October.

3. Three employees' suggestions have been evaluated and forwarded to the Suggestions Awards Committee.

4. Mr. [REDACTED] and I attended the Annual Meeting of the Society of American Archivists at the Willard Hotel on the eleventh and twelfth of October. One of the principle topics on the program concerned the protection of Vital Records. Based on the presentation made by a Representative of the Federal Civil Defense Administration I believe that our Vital Documents Program meets their standards. 25X1A9a

5. Mr. [REDACTED] and I attended a dinner meeting of Agency Officials throughout the Government concerned with the administration of Records Management Programs. The meeting was sponsored by the National Archives and Records Service, General Services Administration, in conjunction with the Annual Meeting of their Regional Directors.

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Mgt S/RMS/LC [REDACTED] (19 October 1956)